

## **TOWN OF GRAFTON RECREATION DEPARTMENT**

### **Assistant Beach Director – Job Description**

#### **Summary:**

The Assistant Director of Silver Lake Beach assists with the daily operation of the facility and its staff. The Assistant Director is hired for a 40-hour per week position for 9-10 weeks from mid-June until the end of August. The Assistant Director reports to the Beach Director and may act as the Beach Director in their absence.

#### **Duties and Responsibilities:**

This Assistant Director assists the Director with the following Director's duties:

- Oversees supervisory staff including a Swim Lesson Coordinator, Head Guards and Assistant Beach Director and oversees/ work cooperatively/assists with supervision of all staff.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Maintains surveillance of patrons in the facility, acts immediately and appropriately to secure safety of patrons in the event of emergency, ensures safety of patrons.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Sets up beach prior to opening for the season, and clean up and store everything at the close of season.
- Performs various maintenance duties as needed/directed to maintain a clean and safe facility and equipment.
- Prepares and maintains appropriate activity reports, employee paperwork, etc.
- Performs miscellaneous job-related duties as assigned.
- Assists in planning summer programming and events such as swim lessons, build a sand castle day, etc.

#### **Minimum Requirements:**

- Must be age 18+.
- Must have current certification for CPR and First Aid for Professional Rescuer/First Responder and Lifeguarding by a recognized source.
- Must have previous supervisory experience and been lifeguarding for at least 3 years.
- Must be able to work weekends and holidays.

#### **Knowledge, Skills and Abilities Required:**

- Must act and look professional at all times.
- Must have ability to communicate effectively and professionally to the public.
- Skilled in the application of lifeguarding surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedures.
- Ability to react calmly and effectively in emergency situations.

*(cont.)*

- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.

This is a seasonal full-time position.

Applications may be found online at GraftonRec.com under Employment Opportunities.

E-mail [recreation@grafton-ma.gov](mailto:recreation@grafton-ma.gov) with questions or for additional information.

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